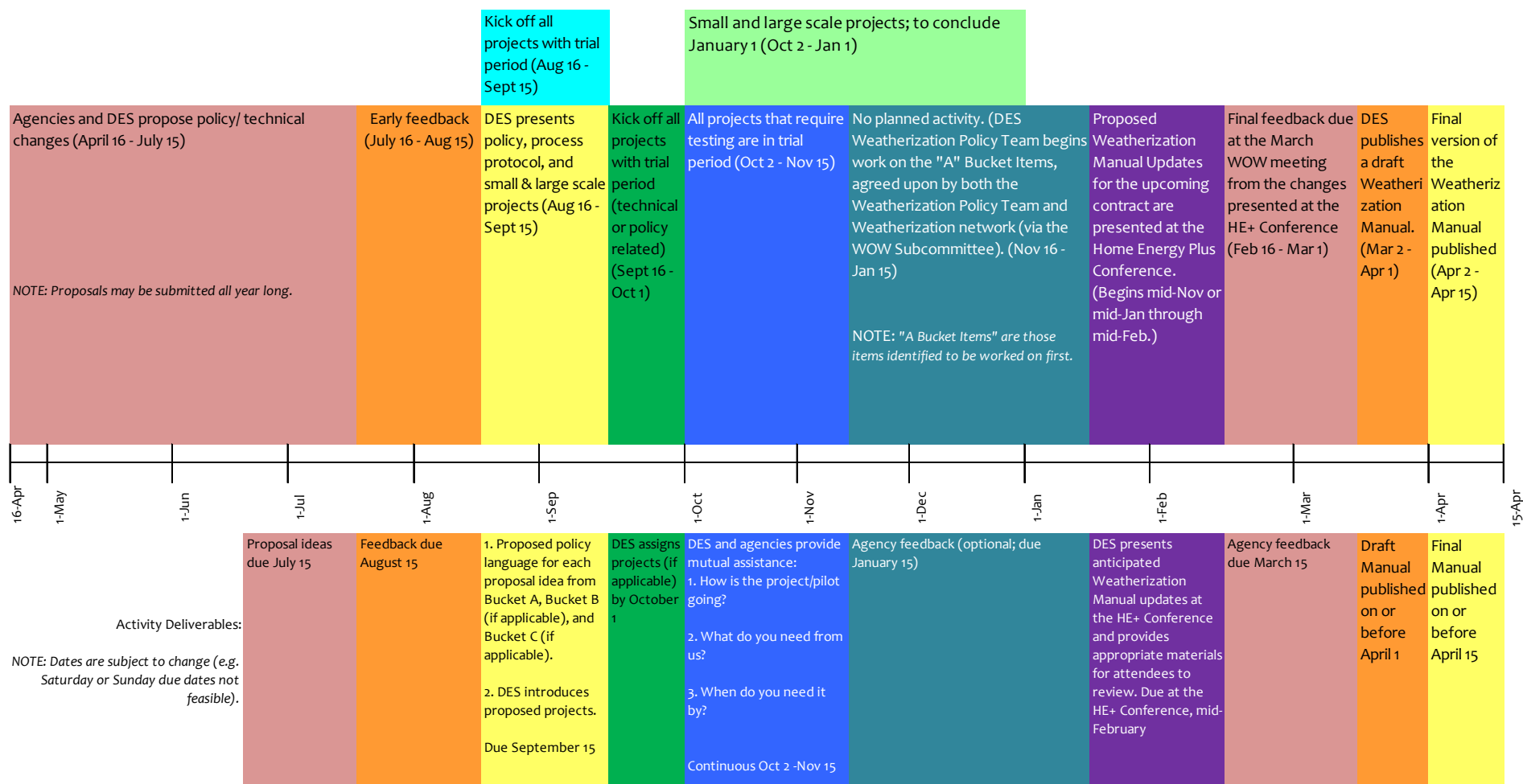


## Weatherization Manual Update Process –Timeline Activity Descriptions



## **July WOW Meeting – Agencies and DES propose policy and technical changes for the next Fiscal Year (FY)**

**Start: April 16<sup>1</sup> End: July 15**

*How does it work?* Visit the Home Energy Plus (HE+) website to locate the Weatherization Manual Suggestion Submittal Form. Complete the form with the help of a Program Manager, and have the Program Manager submit the form to the WOW Secretary. The WOW Secretary compiles the list of suggestions and shares the list with the Division of Energy Services (DES) Weatherization Policy Team and WOW Weatherization Manual Suggestions Subcommittee (referred to as the WOW Subcommittee). DES will include their suggestions in the list and redistribute to the WOW Subcommittee.

DES reviews the list, adds feedback to each item, and scores each of the proposals in the list.

The WOW Subcommittee reviews the list, adds feedback to each of the suggested changes, and scores each item. The WOW Subcommittee represents the Statewide Weatherization Network, and adds network representative feedback to the list. The WOW Subcommittee is responsible for collecting Statewide Weatherization Network feedback and ensuring the feedback is effectively relayed to DES.

## **August WOW Meeting – Early feedback on suggestions**

**Start: July 16 End: August 15**

*How does it work?* The WOW Subcommittee and DES scores are averaged for a new score for each proposal. Next, the 3 R's - rank, resources, and reality – are applied and proposals are rearranged based on the availability of resources required to tackle the proposal (e.g., conduct research, work on a project, staff time available), and the reality (or any restrictions that may apply; e.g., Statute, rules, policy). This results in proposals being placed in a Bucket. “A” Bucket items are high priority items, for which resources are available to be addressed first; “B” items are important, and available resources may or may not allow for investigation at this time. “B” items not addressed in the current year will remain active on the priority list and will be addressed in the future. “C” items are low priority and may be addressed in the future dependent on resources and the presence of other “B” or “A” items. Some proposals may be placed in a “No Action” bucket due to the 3 R's.

Next, DES determines which of the “A” bucket proposals require a project or pilot experiment to research viability, functionality, and develop necessary guidance. Conversely, some proposals, such as a request to update a form, may be easy to implement and they will be removed from the high-level process and just tasked as an item required in the Manual before publication.

## **September WOW Meeting – DES presents policy, process protocol, and small & large-scale projects**

**Start: August 16 End: September 15**

*How does it work?* Projects or pilot experiments begin to take shape and are assigned to user group(s) (e.g., Hudson Group) or appropriate agency(ies). Sometimes a pilot isn't necessary, and a survey may be useful in collecting data to determine the guidance needed in the Weatherization Manual regarding a particular topic.

DES presents the WOW Meeting attendees via the WOW Subcommittee with proposed language for the “A” Bucket and “B” Bucket items from the Weatherization Manual suggested changes list.

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<sup>1</sup> Activity dates defined in descriptions are targeted dates; actual dates may be subject to change.

Agencies are encouraged to continue to submit changes for the Weatherization Manual via the Weatherization Manual Change Suggestion Submission Form (available on HE+ website). Note that some changes may require too many resources to implement into the coming year's Weatherization Manual, and will be recycled through the Weatherization Manual Update Process.

**September 25 – Kick-off all projects with trial period**

**Start: August 16 End: September 25**

*How does it work?* DES will revise projects and/or pilot experiments as necessary in order to start Weatherization agencies off with accurate projects/pilots.

**October 1 – Kick-off all projects with trial period (technical or policy related)**

**Start: September 26 End: October 1**

*How does it work?* Weatherization agencies and their respective projects or pilot experiments are released.

**November WOW Meeting – All projects that require testing are in trial period**

**Start: October 2 End: November 15**

*How does it work?* Weatherization agencies, WOW Subcommittee, and DES stay in regular communication to update:

- How is the project/pilot going?
- What does the agency/Subcommittee/DES need from the agency/Subcommittee/DES?
- When is it needed by?

**January 1 – Small- and large- scale projects conclude**

**Start: October 2 End: January 1**

*How does it work?* Data is transferred to DES in order to work on the necessary guidance for the Weatherization Manual. The data may determine that the Weatherization Manual needs simple or extensive changes, detailed guidance, limited guidance with latitude for due diligence agency decisions, or the project/pilot needs more time prior to implementation into the entire Weatherization Network and Weatherization Program Manual.

**January WOW Meeting – No planned activity**

**OPTIONAL ACTIVITY Start: November 16 End: January 15**

*How does it work?* The WOW Subcommittee and DES may decide to incorporate additional feedback discussions into this meeting, or the January WOW Meeting may be void of Weatherization Manual update-related activities.

**HE+ Conference – Coming FY Weatherization Manual changes unveiled**

**Start: November 16 or January 16 End: February 15**

*How does it work?* DES presents all of the anticipated program year Weatherization Manual changes to the Weatherization Network staff attending the HE+ Conference. Weatherization agencies have the opportunity to provide any additional thoughts regarding the coming changes.

If any large scale projects or pilot experiments took place in the current FY, DES compiles the data. Analysis of the data will determine the next steps (e.g., does it continue to move forward?; or, did an investigation of the data show that the proposed change is not cost effective, etc.?).

**March WOW Meeting – Final feedback on changes presented at the HE+ Conference**

**Start: February 16      End: March 15**

*How does it work?* Weatherization agencies in the network submit any additional feedback regarding the proposals to DES on or before March 7. DES reviews the feedback and if any adjustments are made to the coming Weatherization Manual updates, those adjustments are communicated during the March WOW Meeting.

**April 1 – Draft Weatherization Manual**

**Start: March 16    End: April 1**

*How does it work?* A “final” draft version of the Weatherization Manual is provided to grantees, along with a deadline for feedback. Weatherization agencies are then responsible for reviewing the changes and ensuring the changes are clear and understood.

**April 15 – Final Version of the Weatherization Manual, with Webinar Training on the changes**

**Start: April 2      End: April 15**

*How does it work?* The final version of the Weatherization Manual is posted along with a summary of changes. Based on grantee needs, DES may conduct a webinar training to prepare Weatherization agencies to use the updated Weatherization Program Manual. Weatherization Agencies may begin using the updated policy for planning and preparation for the upcoming contract cycle (e.g. procurement).